

NEOGOV UPDATES

I. EEO Reporting Updates

Agencies may access their EEO report in Insight HR by clicking on the Reports - Reports and scrolling to the bottom of the section and expanding the custom category. The report is actually entitled “EEO Category.” The EEO FAQ for agencies has been revised to clarify how to accurately capture qualified applicants, interviewed applicants, and hired applicants. This revised FAQ is located at: <http://www.ohr.sc.gov/OHR/e-recruitment/E-recruitmentFAQsFinal.pdf>. Please note that the EEO report will only capture hires after the final authorization is given by HR.

When adding a new job posting in Insight HR, users should be consistent when entering the EEO Subcategory on the job posting form. The information is case sensitive, so if the subcategory is entered in uppercase on one posting and lowercase on another, the information will appear on separate lines when the EEO report is generated and the agency will need to merge the counts together.

New information has also been added on how to correct EEO information if an applicant is inadvertently assigned a passing disposition and subsequently placed on an eligible list. The FAQ details how to remove applicants from a referred or eligible list and also how to revert an applicant to a previous evaluation step.

II. E-mail Notifications

Many agencies have asked when their hiring managers will receive e-mail notifications. In the system, e-mail notifications are sent to Hiring Managers each time a referral is made.

III. Date of Birth and SSN

The agency wide question for birth date has been revised to ask applicants to enter information in the MM/DD/YYYY format. The FAQ for adding supplemental questions to capture SSN and DOB have been revised to suggest the questions be marked as confidential. If the questions are not confidential, the hiring managers will be able to see the applicant’s response to these questions. Instructions for accessing the applicant’s confidential response are included on pages 13 – 16 of the file “Phase I: Instructions on how to get applications to hiring managers.” <http://www.ohr.sc.gov/OHR/e-recruitment/PhaseI.pdf>.

IV. Future Enhancements

Future Enhancements will be added over the next several months. A field in the applicant’s master profile will be added sometime next year for the applicant to include the total number of employees supervised. NEOGOV will also be adding the capability to do batch or group processing in the OHC, similar to how Insight HR is now, sometime within the next year.

If you have any questions regarding the new E-recruitment system, please call your HR Consultant at 803-737-0900.